

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 06/08/10

Time: 1:00 PM – 3:00 PM

Attendees: Kenny Miller (DoIT/GIO), Brad Wolters (DHCD), Frank Siano (MDE), Julia Lukens (DBED), Bill Farrington (DJS), Brad Spittel (BMC), Lisa Lowe (DNR), Kaushik Dutta (MdTA), Ashley Buzzeo (CGIS), Michael Bentivegna (CGIS), Jon Curtis (Baltimore County), Julie Spangler (MPS), and Mark Helmken (CGIS).

Summary: *The following minutes cover the notes that were taken during the MD iMap Technical Committee meeting that was held at location, date and time period noted above. This document is published for reference purposes only, and any questions as to its contents must be directed to either the Maryland State Geographic Information Officer (GIO) or the co-chairs of the MD iMap Technical Committee.*

AGENDA:

- 1:00 PM – 1:05 PM Introductions
- 1:05 PM – 1:10 PM Review of May 18, 2010 Meeting Minutes
- 1:10 PM – 1:20 PM Application Subcommittee Updates
- 1:20 PM – 1:30 PM Data and Resources Subcommittee Updates
- 1:30 PM – 1:40 PM Outreach Subcommittee Updates
- 1:40PM – 1:50 PM Security Subcommittee Updates
- 1:50 PM – 2:00 PM Other Business
- 2:00 PM – 3:00 PM Data and Resources Subcommittee Meeting
 - 2:00 PM – 2:30 PM Data Prioritization
 - 2:30 PM – 3:00 PM Cache Tile Recommendations

ACTION ITEMS:

Action Items:	Date Assigned:	Follow Up By:
Contact John Coleman (MDP) about assisting with Outreach Subcommittee efforts	6/8/10	Graham Petto
Need volunteer to lead Outreach Subcommittee	5/18/10	Technical Committee
Metadata Services <ul style="list-style-type: none"> § Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap § Email Sent to Kenny § Agency leads from Tech Comm to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners 	Updated 5/18/2010; 4/20/10	Technical Committee; GIO
Contact DoIT representative to participate in Tech. Comm. (In Progress)	3/2/10	GIO
Check with DoIT about an existing state-level Change Control Policy	3/2/10	Co-chairs,

		GIO
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Application Subcommittee Action Items:	Date Assigned:	Follow Up By:
Distribute minutes from 5/21/10 meeting to Tech. Comm.	6/8/10	Kaushik Dutta
Application Subcommittee: <ul style="list-style-type: none"> Generate a Charter (In Progress) 	4/20/10	Application Subcommittee
Application Subcommittee: <ul style="list-style-type: none"> Recruit a developer to participate from MES Follow up w/Brooks Weaver, Tim Palmer and Kenny Miller 	4/6/10	Brooks Weaver; Kaushik Dutta

Data Subcommittee Action Items:	Date Assigned:	Follow Up By:
Respond to Data Layer Prioritization Email <ul style="list-style-type: none"> Resent email & received 9 responses Currently compiling responses 	5/4/10	Data Subcommittee
Cache Tile Recommendation <ul style="list-style-type: none"> Follow up with NSGIC State Responses ESRI Community Map Program <ul style="list-style-type: none"> Research this product Demo from ESRI 	5/4/10	Data Subcommittee, Ashley Buzzeo
Geocode Service to include Latitude/Longitude <ul style="list-style-type: none"> Recommendations to provide an additional service with latitude/longitude outputs Kenny is working on securing funding 	4/20/10	GIO
Data Subcommittee: <ul style="list-style-type: none"> Draft a Charter 	4/6/10	Data Subcommittee
Follow up with Policy & Procedures documentation for Data Submission and Services Submission <ul style="list-style-type: none"> Plans to pick this up again at the end of Summer 2010 	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain feedback concerning how to improve upon current outreach strategies	5/18/10	Outreach Subcommittee
Generate an email including a brief explanation of the Tech Comm's vision and the Portal web address (Include Lisa Lowe) <ul style="list-style-type: none"> Email will be blasted by Tech Comm members to extended GIS community Vision document needs to be updated to be included 	Updated 5/18/10; 4/20/10	Outreach Subcommittee
Outreach Subcommittee: <ul style="list-style-type: none"> Recruit participants Setup a meeting / conference call with all participants 	4/20/10	Outreach Subcommittee
Outreach Subcommittee: <ul style="list-style-type: none"> Generate a Charter 	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach <ul style="list-style-type: none"> Email potential new members (Doug Adams has potential member emails) 	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	Date Assigned:	Follow Up By:
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Obtain Enterprise Security Mapping Models from other states (In Progress)	5/4/10	Security Subcommittee
Completed Action Items:	Date Assigned:	Follow Up By:
Application Subcommittee: <ul style="list-style-type: none"> Recruit a developer to participate from CGIS (Steven Fabijanski) 	4/6/10	Michael Bentivegna; Kaushik Dutta

MEETING NOTES:

§ TOPIC #1: Introductions(1:00PM – 1:05PM)

- *Round-the-room.*

§ TOPIC #2: Review of May 18, 2010 Meeting Minutes (1:05PM – 1:10PM)

- Application Subcommittee:
 - Generating a Charter – In Progress
 - Recruit a developer to participate from CGIS
 - Steven Fabijanski has agreed to fill this role
 - Recruit a developer to participate from MES
 - Need to follow up with Brooks Weaver
 - Need to discuss this with Tim Palmer and Kenny Miller
- Data Subcommittee:
 - Data Layer Prioritization
 - Email has been resent
 - 9 responses received
 - Responses being compiled
 - Cache Tile Recommendation
 - ESRI Community Map program
 - Need to research specifics including any costs
 - Request a demo from ESRI
 - Policy & Procedures for Data Submission & Services Submission
 - CGIS expects to resume working on these documents end of Summer 2010
 - Latitude/Longitude Service
 - Kenny Miller is seeking funding for an additional service to meet these needs

§ TOPIC #3: Application Subcommittee Updates (1:10PM – 1:20PM)

- Previous Meeting: May 21, 2010
 - 15 participants
 - Requirements discussion
 - Survey questions addressed
 - Minutes to be reviewed
 - Minutes will be distributed to group before next Tech. Comm. meeting
 - Discussed ArcGIS 10
 - Discussed tools (which? and where?)
 - ESRI templates available (demo conducted)
 - Cartographic look and feel of applications and service layers
 - BING maps considered a visual favorite

- State template for branding needs to be included (top inch and a half)
 - Compile
 - Missing sectors from meeting?
 - Local representation was minimal
- Discuss code sharing
 - ESRI or MD iMap portal?
 - Define requirements for sharing
- Prototype
- How to disperse application to public (Wiki?, Blog?)
 - Task for Outreach Subcommittee
- Application Subcommittee to figure out file structure
 - Marketing by Outreach Subcommittee

§ TOPIC #4: Data and Resources Subcommittee Updates (1:20PM – 1:30PM)

- Cache Tiling
 - Don't need duplicate copies of all resources
 - Grow thematic database, spent time and energy here
 - Don't need imagery in both projections
 - Tile size also a concern
 - Suggested that the services currently meet our needs and respond as requests come in for support with other projections, etc.
- Community Map program (ESRI)
 - Share data with ESRI and they cache, tile and serve it out
 - National data until 1:1,000 scale
 - Utilize ESRI templates cartographically
 - Aligns cartographically between our service and ESRI's service
 - Setup Gazetteer as template, like ESRI, for local tweeking
 - Focus updates for below 1:1,000 scale
 - Current basemap has nice state focus compared to if we utilized the Community Map option
 - Use a layer overlay to shade out non-MD states
 - Entire Tech. Comm. is interested in demoing the Community Map program
- Data Subcommittee will come up with recommendation for basemap, BING, templates and scale upkeep

§ TOPIC #5: Outreach Subcommittee Updates (1:30PM – 1:40PM)

- Portal
 - Links to ESRI developer portion
 - Brad Wolters to email resource links to Lisa Lowe for inclusion
 - Any additional links should be sent to Lisa Lowe
- DoIT provided secure SharePoint based webpage for Executive Committee documentation
 - Provide list of authorized names
 - Lisa Lowe is administrator

§ Analytics for Portal

- Future deliverable
- Try web trends through DNR

§ Urchin setup and testing by CGIS

- Working around load balancers
- Working on adding code in each application which makes unique cookie identifier
 - Cached applications won't give true statistics
 - Will code work with cached services?
- End of next week output to Kenny Millers
- Use Urchin for applications, services and portal (all on MD iMap services)
 - Early statistics: 75% desktop use & 25% web use of services
 - 1) Gazetteer
 - 2) Imagery
 - 3) Parcels
- Decide what information will be public from analytics
 - Future dashboard of use statistics for public view
 - Blind website with report, pre-determined parameters and timeframes can be setup

§ TOPIC #6: Security Subcommittee (1:40PM – 1:50PM)

- Next meeting scheduled for 6/23/10, time and place TBD
- Working on agenda
 - Distribute by end of day tomorrow via email

§ TOPIC #7: Other Business (1:50PM – 2:00PM)

- Geocode hit rate recording and tracking
 - Address standardizing
 - Disconnect between geocoder and county road names
- Executive Committee Meeting scheduled for 6/30/10, 3:30 PM – 5:00PM, Jeffrey Building, Annapolis, MD
- GIS Stat Meeting – next meeting TBD
- ELA still being pursued
 - Earliest would be FY 2012
 - Decide what MD wants, figure out fund transferring and savings options
 - Dept. of Education currently pursuing ELA with ESRI
 - All K-12 schools and teachers to have access
 - Help desk management?
 - § How is this being handled?
 - § What considerations have been made to meet this need?

-END MEETING-